



ZONING LETTER APPLICATION
CITY OF UPLAND
DEVELOPMENT SERVICES DEPARTMENT – PLANNING DIVISION

PROJECT ADDRESS/LOCATION: _____ _____	FILE NO.: ZL- _____ RELATED FILES: _____
APPLICANT NAME: _____ ADDRESS: _____ _____ PHONE: _____ FAX: _____ E-MAIL: _____	PROPERTY OWNER: _____ ADDRESS: _____ _____ PHONE: _____ FAX: _____ E-MAIL: _____

PROJECT DESCRIPTION

- ☐ Zoning Letter for APN No. _____
- ☐ Rebuild Letter APN No. _____

APPLICANT CERTIFICATION

I hereby certify that the information provided is complete and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Applicant Signature

Date

DATE RECEIVED:	RECEIVED BY:	FEES:	RECEIPT NO:
-----------------------	---------------------	--------------	--------------------

FILING REQUIREMENTS

- ☐ A letter describing the request in detail.

FILING FEES:

Zoning or Rebuild Letter	\$300.00
--------------------------	----------

*Per the amendment to the Master Fee Schedule in Resolution No. 6423 adopted by the City Council and effective on January 1, 2018, The applicant is responsible for all costs incurred by the City including Supplies, equipment and the fully burdened rate of staff involved. A deposit may be required, as determined by the Development Services Director, for complex projects, negotiations or use of third party venders. These deposit fees are determined by third party vender contracts, invoicing by contract employees and projects that are major or complex in nature, that exceed the billable staff rate to complete. The amount will be varied based on the scope of the project. Only true cost is billed to the applicant and any overage in deposit is refunded after completion of the project.